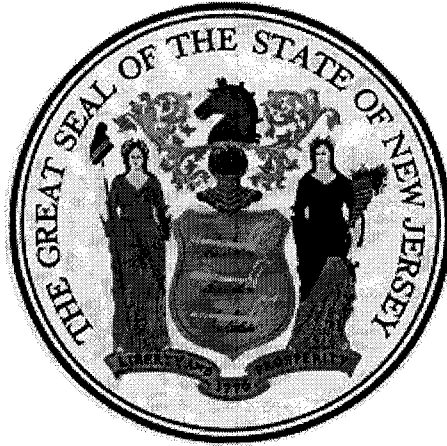


State of New Jersey



County & Municipal Agencies Records Retention Schedule

M100000-904

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

M100000

SCHEDULE NUMBER

904

PAGE NUMBER

OF

DEPARTMENT

GENERAL, SCHEDULE, COUNTY AND MUNICIPAL AGENCIES

DIVISION

AGENCY REPRESENTATIVE

TITLE

BUREAU

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

15 FEB 2001

SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE

DATE

15 FEB 2001

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY
RETAIN IN

RECORDS CENTER

DISPOSITION

NOTICE CONCERNING PERMANENT RECORDS

Record series listed on this schedule with a "Permanent" retention and disposition are to be preserved in perpetuity in a legally sanctioned format. Agencies responsible for such records should maintain them in the office as long as they are needed on a regular basis for transacting business. Once active use ceases, agencies should consider transferring the records to a central archival facility maintained by the county or local government. For more information about storage and preservation of permanent records, contact the State Archives at (609) 633-8334.

Management of Electronic Records

This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records.

RECORDS RETENTION AND DISPOSITION SCHEDULE

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M100000

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DEPARTMENT

GENERAL SCHEDULE, COUNTY AND MUNICIPAL AGENCIES

DIVISION

AGENCY REPRESENTATIVE

TITLE

BUREAU

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Financial Records

0001-0000

Bank Books

6 YRS

Destroy

0002-0000

Bank Statements
Statements reflecting an agency's account status.

6 YRS

Destroy

0003-0000

Cashier Stubs

6 YRS

Destroy

0004-0000

Check File

6 YRS

Destroy

0004-0001

Check File - Checks: Cancelled, Voided, Stubs, and Lost Check References

6 YRS

Destroy

0004-0002

Check File - Register

6 YRS

Destroy

0005-0000

Deposit Slips (Agency Original)

6 YRS

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

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DISPOSITION

| | | | |
|-----------|--|-----------|-----------|
| 0100-0000 | Cash Disbursements | Permanent | Permanent |
| 0100-0001 | Cash Disbursements - Year-End History | 3 yrs | Destroy |
| 0100-0002 | Cash Disbursements - Quarterly History | 3 yrs | Destroy |
| 0100-0003 | Cash Disbursements - Monthly History | 6 yrs | Destroy |
| 0101-0000 | Daily Cash Journal Book of original entry, recording transactions in chronological order. | Permanent | Permanent |
| 0102-0000 | Journal/Ledger File | Permanent | Permanent |
| 0102-0001 | Journal/Ledger - General A central listing of all activities for an account within a particular time period. | 6 yrs | Destroy |
| 0102-0002 | Journal/Ledger - Subsidiary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal. | Permanent | Permanent |
| 0103-0000 | Year-End Closing Reports Used in conjunction with the General Journal/Ledger. | Permanent | Permanent |

RECORDS RETENTION AND DISPOSITION SCHEDULE

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|---------------|-----------------|-------------|
| AGENCY NUMBER | SCHEDULE NUMBER | PAGE NUMBER |
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SERIES NO.

RECORD TITLE AND DESCRIPTION

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RECORDS CENTER

DISPOSITION

| | | | | |
|-----------|--|--|--|-----------|
| 0200-0000 | <u>Budget Records</u> Budget Report Two (2) years retention if included in the Minute Book; otherwise the retention is permanent for budget reports not included in the Minute Book. | 2 yrs | | Destroy |
| 0200-0001 | Budget Report - Municipal Included in Minutes | Permanent | | Permanent |
| 0200-0002 | Budget Report - Municipal Not Included in Minutes | 2 yrs provided no litigation on tax levy or rate | | Destroy |
| 0200-0003 | Budget Report - Municipal Filed With County | | | |
| 0200-0004 | Budget Report - Monthly Status Report | 3 yrs | | Destroy |
| 0200-0005 | Budget Report - Monthly Year-to-Date Status | 3 yrs | | Destroy |
| 0200-0006 | Budget Report - Workpapers and Defeated Budgets | 6 yrs | | Destroy |
| 0200-0007 | Budget Report - Year-End Status | 3 yrs | | Destroy |
| 0200-0008 | Budget Report - Monthly Capital Status | 3 yrs | | Destroy |
| 0200-0009 | Budget Report - Monthly Open Encumbrance Status | 3 yrs | | Destroy |
| 0200-0010 | Budget Report - School District Filed With Municipality (Copy) Original maintained by the school district. | 1 yr | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|--------------------------|------------------------|------------------------|
| AGENCY NUMBER M100000 | SCHEDULE NUMBER 904 | PAGE NUMBER 4 OF 28 |
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| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | RETAIN IN AGENCY | RECORDS CENTER | DISPOSITION |
|--|---|--|----------------|-------------|
| <u>Miscellaneous Financial Records</u> | | | | |
| 0300-0000 | Audit Report File | Permanent | | Permanent |
| 0300-0001 | Audit Report File - Audit Report (Agency Original) | 3 yrs | | Destroy |
| 0300-0002 | Audit Report File - Audit Report (Working Copy) | 1 yr | | Destroy |
| 0300-0003 | Audit Report File - Bi-Weekly Audit Trails (Internal) | | | |
| 0301-0000 | Bids and Proposals - Purchase (Approved and Denied) | 6 yrs | | Destroy |
| 0301-0001 | Bids and Proposals (Original) | 3 yrs | | Destroy |
| 0301-0002 | Bids and Proposals (Copy) | | | |
| 0302-0000 | Bond File Includes: bond official and preliminary statements, workpapers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation. | 6 yrs after date of cancellation or maturity | | Destroy |
| 0302-0001 | Bond File (Original) | 6 yrs | | Destroy |
| 0302-0002 | Bond File (Copy) | 7 yrs from cancellation or maturity dates | | Destroy |
| 0302-0003 | Bond File - Bonds and Coupons Notes | 6 yrs | | Destroy |
| 0302-0004 | Bond File - Bond Anticipation Notes | 6 yrs after termination of contract | | Destroy |
| 0302-0005 | Bond File - Performance Bonds | | | |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|---------------|-----------------|-------------|
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DISPOSITION

| | | | | |
|-----------|--|---|--|---------|
| 0302-0006 | Bond File - Surety Bonds | 2 yrs after termination of office | | Destroy |
| 0303-0000 | Contracts/Agreements and Amendments File Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued. | 6 yrs after completion of contract | | Destroy |
| 0303-0001 | Contracts/Agreements and Amendments - General (Original) | 1 yr after completion of contract | | Destroy |
| 0303-0002 | Contracts/Agreements and Amendments - General (Copy) | 1 yr after submission | | Destroy |
| 0303-0003 | Contracts/Agreements and Amendments - Cancelled | 1 yr after voidance | | Destroy |
| 0303-0004 | Contracts/Agreements and Amendments - Voided | 6 yrs | | Destroy |
| 0303-0005 | Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment | 10 yrs after completion of construction | | Destroy |
| 0303-0006 | Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings | 7 yrs after disposal of building | | Destroy |
| 0303-0007 | Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings | 6 yrs after project completion | | Destroy |
| 0303-0008 | Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor. | | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|---------------------------|------------------------|------------------------|
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|---------------------------|------------------------|------------------------|

| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | RETAIN IN AGENCY | RECORDS CENTER | DISPOSITION |
|-------------------|--|----------------------------------|----------------|-------------|
| 0303-0009 | Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property | 7 yrs after disposal of building | | Destroy |
| 0304-0000 | Purchase Order File | 6 yrs | | Destroy |
| 0304-0001 | Purchase Order File (Original) | 3 yrs | | Destroy |
| 0304-0002 | Purchase Orders File (Agency Copy) | 1 yr | | Destroy |
| 0304-0003 | Purchase Orders File (Additional Copy) | | | |
| 0305-0000 | Deferred Compensation File | Permanent | | Permanent |
| 0305-0001 | Deferred Compensation File - Individual Employee File | 6 yrs | | Destroy |
| 0305-0002 | Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly | | | |
| 0306-0000 | Financial Statements - Annual | Permanent | | Permanent |
| 0306-0001 | Financial Statements - Annual (Original) | Periodic review | | Destroy |
| 0306-0002 | Financial Statements - Annual (Copy) | Permanent | | Permanent |
| 0306-0003 | Financial Statements - Annual and Supplemental Debt | | | |
| 0307-0000 | Grant File | 6 yrs after termination of grant | | Destroy |
| 0307-0001 | Grant File - General Approved (Original) | | | |

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RECORD TITLE AND DESCRIPTION

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AGENCY

RECORDS CENTER

DISPOSITION

| | | | | |
|-----------|--|-----------------------------------|--|-----------|
| 0307-0002 | Grant File - General Approved (Copy) | 1 yr after termination of grant | | Destroy |
| 0307-0003 | Grant File - General Denied | 1 yr | | Destroy |
| 0307-0004 | Grant File - Green Acres (NLSA 13:8A-47) | Permanent | | Permanent |
| 0308-0000 | Insurance Policy File | | | |
| 0308-0001 | Insurance Policy File - Life, Disability, and Workers' Compensation | 6 yrs after expiration of policy | | Destroy |
| 0308-0002 | Insurance Policy File - General Liability | 20 yrs after expiration of policy | | Destroy |
| 0309-0000 | Invoice File | | | |
| 0309-0001 | Invoice File - Invoices | 6 yrs | | Destroy |
| 0309-0002 | Invoice File - Invoice Register | 6 yrs | | Destroy |
| 0310-0000 | Lease File | | | |
| 0310-0001 | Lease File (Original) | 6 yrs after termination of lease | | Destroy |
| 0310-0002 | Lease File (Copy) | 1 yr after termination of lease | | Destroy |
| 0311-0000 | Machine Calculation Tapes Used for account verification for an audit. | 1 yr | | Destroy |

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DISPOSITION

0312-0000

Mailing and Postage File

0312-0001

Mailing and Postage File - Postage Bill Log

0312-0002

Mailing and Postage File - Postage Meter Book Log

0312-0003

Mailing and Postage File - Certified Mail Receipt

0313-0000

Payroll File

0313-0001

Payroll File - Payroll Records Associated With Subsidiary Ledger

0313-0002

Payroll File - Payroll Register (Original)

0313-0003

Payroll File - Payroll Register (Copy)

0313-0004

Payroll File - Payroll Reports

0314-0000

Pension File

0314-0001

Pension File - Quarterly Report of Contributions

0314-0002

Pension File - Certification File

0314-0003

Pension File - Pension History Cards

0315-0000

Public Employees Retirement System (PERS) - Monthly Reports

0316-0000

Receipts

0316-0001

Receipts (Original)

0316-0002

Receipts (Copy)

0317-0000

Receiving Reports

Destroy

Destroy

Destroy

Destroy

Permanent

Destroy

Destroy

Destroy

Permanent

Permanent

Destroy

Destroy

Destroy

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

| | | | |
|-----------|--|-----------|-----------|
| 0318-0000 | Requisition File | 6 yrs | Destroy |
| 0318-0001 | Requisition File (Original) | 3 yrs | Destroy |
| 0318-0002 | Requisitions File (Agency Copy) | 1 yr | Destroy |
| 0318-0003 | Requisitions File (Additional Copy) | Permanent | Permanent |
| 0319-0000 | Schedule of Vouchers and Bills Paid | 6 yrs | Destroy |
| 0319-0001 | Schedule of Vouchers and Bills Paid - Associated With Resolution Package | 6 yrs | Destroy |
| 0319-0002 | Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package | 6 yrs | Destroy |
| 0320-0000 | Social Security Reports | 6 yrs | Destroy |
| 0321-0000 | State Government Quarterly Report of Wages Paid | 6 yrs | Destroy |
| 0322-0000 | Telephone File | 6 yrs | Destroy |
| 0322-0001 | Telephone File - Telephone Bills (Agency Original) | 3 yrs | Destroy |
| 0322-0002 | Telephone File - Telephone Bills (Copy) | 1 yr | Destroy |
| 0322-0003 | Telephone File - Weekly Telephone Call Listing | | |
| 0323-0000 | Travel File Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation. | | |
| 0323-0001 | Travel File - Approved (Original) | 6 yrs | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

| | | | | |
|-----------|---|---|--|---------|
| 0323-0002 | Travel File - Approved (Copy) | 3 yrs | | Destroy |
| 0323-0003 | Travel File - Denied | 1 yr | | Destroy |
| 0324-0000 | Union Dues File | 6 yrs | | Destroy |
| 0324-0001 | Union Dues File - Bi-Weekly Report | 6 yrs after termination of employment | | Destroy |
| 0324-0002 | Union Dues File - Deduction Authorizations | 6 yrs | | Destroy |
| 0324-0003 | Union Dues File - Spread Sheets | 3 yrs | | Destroy |
| 0325-0000 | Vehicle File | 3 yrs | | Destroy |
| 0325-0001 | Vehicle File - Gasoline Pump Readings Record | 3 yrs | | Destroy |
| 0325-0002 | Vehicle File - Gasoline Pump Reading Tickets | 6 yrs | | Destroy |
| 0325-0003 | Vehicle File - Motor Vehicle Accident Records | 6 yrs | | Destroy |
| 0325-0004 | Vehicle File - Motor Vehicle Fine Reports | 1 yr | | Destroy |
| 0325-0005 | Vehicle File - Parking Claim Check Stubs | 1 yr | | Destroy |
| 0325-0006 | Vehicle File - Parking Daily Log Sheets log lists names of drivers, license plate number, etc. for non-paying vehicles. | 1 yr | | Destroy |
| 0325-0007 | Vehicle File - Parking Daily Report Forms lists breakdown of daily income. | 3 yrs | | Destroy |
| 0325-0008 | Vehicle File - Parking Permits | | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

| | | | | |
|-----------|---|-----------------------------|--|---------|
| 0325-0009 | Vehicle File - Vehicle Usage Reports Contains: mileage, locations, usage dates, and supporting documentation. | 6 yrs | | Destroy |
| 0325-0010 | Vehicle File - Vehicle Maintenance Reports | Until transfer of ownership | | Destroy |
| 0325-0011 | Vehicle File - Certificate of Title | Until transfer of ownership | | Destroy |
| 0326-0000 | Vendor File | 3 yrs | | Destroy |
| 0326-0001 | Vendor File - Quarterly History | 6 yrs | | Destroy |
| 0326-0002 | Vendor File - Year-End History | 6 yrs | | Destroy |
| 0327-0000 | Voucher/Warrant File - Paid | 6 yrs | | Destroy |
| 0327-0001 | Voucher/Warrant File (Original) | 3 yrs | | Destroy |
| 0327-0002 | Voucher/Warrant File (Copy) | 7 yrs | | Destroy |
| 0328-0000 | Withholding Tax File File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4, Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation. | 3 yrs | | Destroy |
| 0329-0000 | Trial Balance A debit and credit account verification listing. | | | Destroy |

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DISPOSITION

| | | | |
|-----------|--|--|---------|
| 0400-0000 | <p><u>Personnel Records</u></p> <p>Accident Reports - Employee File may also contain documentation regarding Workers' Compensation and Release of Claims and Rights.</p> | 6 yrs after final settlement | Destroy |
| 0401-0000 | Affirmative Action Information Card - Annual and Monthly Statistics Original data maintained by the the federal government. | 3 yrs | Destroy |
| 0402-0000 | Dental Plan File | 3 yrs after update | Destroy |
| 0402-0001 | Dental Plan File - Status Listing | 6 yrs after termination from program | Destroy |
| 0402-0002 | Dental Plan File - Data Entry Worksheet | 3 yrs | Destroy |
| 0402-0003 | Dental Plan File - Monthly Report | 60 yrs after termination of employment, or age 85, whichever is sooner | Destroy |
| 0403-0000 | Employee History/Service Record Card | 3 yrs | Destroy |
| 0404-0000 | Employment Applications/Resumes - Persons Not Hired Hired employee applications are maintained in the individual employee file. | 6 yrs | Destroy |
| 0405-0000 | Financial and Personal Data Disclosure Forms | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|--------------------------|------------------------|-------------------------|
| AGENCY NUMBER M100000 | SCHEDULE NUMBER 904 | PAGE NUMBER 13 OF 28 |
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| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | AGENCY | RETAIN IN RECORDS CENTER | DISPOSITION |
|-------------------|--|---------------------------------------|--------------------------|-------------|
| 0406-0000 | Health Benefits File | 6 yrs | | Destroy |
| 0406-0001 | Health Benefits File - Monthly Billing List | 6 yrs after termination from program | | Destroy |
| 0406-0002 | Health Benefits File - Deduction Cards | 6 yrs after termination from program | | Destroy |
| 0406-0003 | Health Benefits File - Monthly Report | 3 yrs | | Destroy |
| 0406-0004 | Health Benefits File - Correspondence | 6 yrs after termination from program | | Destroy |
| 0407-0000 | Individual Employee Jacket File Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claims, etc., and supporting documentation. | 6 yrs after termination of employment | | Destroy |
| 0408-0000 | Job Bulletins and Specifications | Periodic review | | Destroy |
| 0409-0000 | Leave Request - Disability, Administrative, Sick, Vacation, and Maternity | 6 yrs | | Destroy |
| 0410-0000 | Medical X-Ray File | 5 yrs | | Destroy |
| 0411-0000 | Personnel Action - Department of Personnel | 6 yrs after termination of employment | | Destroy |
| 0412-0000 | Personnel Position Listing | As updated | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

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| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | RETAIN IN AGENCY | | RECORDS CENTER | DISPOSITION |
|-------------------|--|---------------------------------------|--|----------------|-------------|
| | | | | | |
| 0413-0000 | Prescription Plan File | 3 yrs after update | | | Destroy |
| 0413-0001 | Prescription Plan File - Status Listing | 3 yrs | | | Destroy |
| 0413-0002 | Prescription Plan File - Monthly Report | 6 yrs after termination of employment | | | Destroy |
| 0413-0003 | Prescription Plan File - Plan Authorization | | | | |
| 0414-0000 | References (Correspondence) | | | | |
| 0414-0001 | References - External | 3 yrs | | | Destroy |
| 0414-0002 | References - Internal | 1 yr | | | Destroy |
| 0415-0000 | Salary Guidelines and Amendments Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements. | | | | |
| 0415-0001 | Salary Guide and Amendments (Original) | 6 yrs | | | Destroy |
| 0415-0002 | Salary Guide and Amendments (Copy) | Periodic review | | | Destroy |
| 0416-0000 | Time Records File File may contain Daily Time Slips; Request for Time Off; Report of Accumulated Holidays, Vacation, Personal, and Sick Time; and supporting documentation. | | | | |
| 0416-0001 | Time Records File (Agency Original) | 6 yrs | | | Destroy |
| 0416-0002 | Time Records File (Copy) | 1 yr | | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
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| AGENCY NUMBER M100000 | SCHEDULE NUMBER 904 | PAGE NUMBER 15 OF 28 |
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| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | AGENCY RETAIN IN | RECORDS CENTER | DISPOSITION |
|-------------------|--|---|----------------|-------------|
| 0417-0000 | Training Records | 6 yrs after termination of employment | | Destroy |
| 0418-0000 | Work Schedule | 1 yr | | Destroy |
| 0419-0000 | Employee Medical Records *Retention period prescribed by federal law (CFR 1910.1018). | 40 yrs after termination of employment* | | Destroy |
| 0420-0000 | Employment Eligibility Verification (I-9) Form generated by the U.S. Department of Justice Immigration and Naturalization Service. | 6 yrs after termination of employment | | Destroy |
| 0421-0000 | Certification File - New Jersey Department of Personnel | | | |
| 0421-0001 | Certification File - Certified Roster/Employment History | 5 yrs after approval | | Destroy |
| 0421-0002 | Certification File - Certification of Eligibles for Appointment | 3 yrs after issuance | | Destroy |
| 0421-0003 | Certification File - Certification Record Card | 3 yrs after expiration of list | | Destroy |
| 0421-0004 | Certification File - Request Approval for New Examination | 3 yrs after issuance of certification | | Destroy |
| 0421-0005 | Certification File - Request Approval for Continued Provisional Appointment | 3 yrs after issuance of certification | | Destroy |

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0421-0006

Certification File - Notice to
Eligible of Removal From List

3 yrs after
issuance of
certification

Destroy

0421-0007

Certification File - Notification
of Cancellation of Certification

3 yrs after
issuance of
certification

Destroy

0421-0008

Certification File - Payroll Certification
Letters
Utilized for employment background
verification for temporary, provisional,
and permanent employees.

1 yr

Destroy

0421-0009

Certification File - Request for
Information Due to Criminal Record

3 yrs after
issuance of
certification

Destroy

0421-0010

Certification File - Right to Invoke
NJAC 4A:4-4.2 to Appointing Authority
Appointing authority for competitive
examinations in accordance with the New Jersey
Department of Personnel's Administrative Code.

3 yrs after
issuance of
certification

Destroy

0422-0000

Salary Range File

0422-0001

Salary Range File - Request for
Cancellation or Amendment, Salary
Ranges and Ordinances

1 yr after
submission

Destroy

0422-0002

Salary Range File - Salary Ranges
and Ordinances

1 yr after
effective date

Destroy

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| | | | | |
|-----------|--|--|--|---------|
| 0423-0000 | Reclassification File - New Jersey Department of Personnel | As updated | | Destroy |
| 0423-0001 | Reclassification File - Reclassification Survey Book | 1 yr after presentation | | Destroy |
| 0423-0002 | Reclassification File - Reclassification Allocation Survey Sheets | 3 yrs after submission to the Office of the Attorney General | | Destroy |
| 0424-0000 | Status of Violations - Request for Attorney General's Action | 3 yrs after expiration of list | | Destroy |
| 0425-0000 | Special Reemployment List | | | Destroy |
| 0426-0000 | Examination File - New Jersey Department of Personnel | 3 yrs after expiration list for final entry | | Destroy |
| 0426-0001 | Examination File - T-Card An examination record of all open competitive and promotional titles. | 3 yrs after submission | | Destroy |
| 0426-0002 | Examination File - Promotional Announcement | 3 yrs after submission | | Destroy |
| 0426-0003 | Examination File - Request for Open Competitive Examination | 3 yrs | | Destroy |
| 0426-0004 | Examination File - Eligible/Ineligible Roster | | | Destroy |

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|-----------|---|---|---------|
| 0426-0005 | Examination File - Request for Examination Cancellation or Amendment | 1 yr after submission | Destroy |
| 0426-0006 | Examination File - Withdrawal of Promotional Announcement Transmittal | 1 yr after submission | Destroy |
| 0426-0007 | Examination File - Withdrawal of Open Competitive Announcement | 1 yr after submission | Destroy |
| 0426-0008 | Examination File - Examination List Approval Sheet for NJAC 4A:4-2.7 Promotion list waiving competitive examination. | 3 yrs after effective date of certification | Destroy |
| 0426-0009 | Examination File - Examination Reannouncement Request | 1 yr after submission | Destroy |
| 0426-0010 | Examination File - Notice of Promotional Examination | 4 yrs | Destroy |
| 0426-0011 | Examination File - Open Competitive Examination Application | 4 yrs | Destroy |
| 0426-0012 | Examination File - Promotional Examination Application | 4 yrs | Destroy |

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|-----------|--|-----------------|--|-----------|
| 0500-0000 | <u>General Administrative Records</u> Administrative Subject File Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For executive records see Executive Subject File. | 3 yrs | | Destroy |
| 0501-0000 | Open Public Meeting File | Permanent | | Permanent |
| 0501-0001 | Agenda (Original) | Periodic review | | Destroy |
| 0501-0002 | Agenda (Copy) | 3 yrs | | Destroy |
| 0501-0003 | Official Public Notice in Compliance With the Open Public Meeting Law | Periodic review | | Destroy |
| 0501-0004 | Governing Body Meeting - Workpapers and Supporting Documentation | Permanent | | Permanent |
| 0502-0000 | Agency-Sponsored Seminar | Periodic review | | Destroy |
| 0502-0001 | Agency-Sponsored Seminar - Printed Materials (Original) | 3 yrs | | Destroy |
| 0502-0002 | Agency-Sponsored Seminar - Printed Materials (Copy) | 3 yrs | | Destroy |
| 0502-0003 | Agency-Sponsored Seminar - Correspondence and Workpapers | 3 yrs | | Destroy |
| 0503-0000 | Correspondence (Electronic or Hardcopy) | 3 yrs | | Destroy |
| 0503-0001 | Correspondence - General External | Periodic review | | Destroy |
| 0503-0002 | Correspondence - Administrative Internal | | | |

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0504-0000

Data Processing File

0504-0001

Data Processing File - System Documentation
Contains: source and object code, record layouts, operating system description and procedures, and supporting documentation.

0504-0002

Data Processing File - Input Log

0504-0003

Data Processing File - Tape Log

0505-0000

Executive Administrative Subject File
Subject file of a Mayor, County Executive, Administrator, Municipal Clerk, County Clerk, County Manager, or equivalent authority dealing with all administrative aspects of their offices.

0505-0001

Executive Administrative Subject File -
Policy-Setting
Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.

0505-0002

Executive Administrative Subject File -
Non-Policy-Setting
Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.

0506-0000

Hand Deliver Receipt (Agency Original)

0507-0000

Informational Survey
Agency-sponsored statistical study used to gain information for the routine operation of business.

Destroy

Destroy

Permanent

Permanent

Destroy

Destroy

Destroy

Until system is
superseded or
discontinued

1 yr

Permanent

Permanent

4 yrs

1 yr

Periodic review

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|-------------------|--|--|----------------|-------------|
| 0508-0000 | Inventories | 3 yrs after update | | Destroy |
| 0509-0000 | Minutes | Permanent | | Permanent |
| 0509-0001 | Minutes (Original) | Permanent | | Permanent |
| 0509-0002 | Minutes (Copy) | Periodic review | | Destroy |
| 0510-0000 | News Release - Historical and Policy-Setting | | | |
| 0510-0001 | News Release (Master) | Permanent | | Permanent |
| 0510-0002 | News Release (Copy) | Periodic review | | Destroy |
| 0511-0000 | Organization Chart | | | |
| 0511-0001 | Organization Chart (Original) | Permanent | | Permanent |
| 0511-0002 | Organization Chart (Copy) | Periodic review | | Destroy |
| 0512-0000 | Recordings of Public Meetings - Public Officials (Audio/Video) | 80 days or when summary or verbatim transcript have been approved whichever occurs later | | Erase |
| 0513-0000 | Records Retention File | | | |
| 0513-0001 | Records Retention File - Microencoding Report | 1 yr | | Destroy |
| 0513-0002 | Records Retention File - Microfilm Index | Permanent | | Permanent |

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| | | AGENCY | RECORDS CENTER | |
| 0513-0003 | Records Retention File - Retention Schedules | As updated | | Destroy |
| 0513-0004 | Records Retention File - Request and Authorization for Records Disposal | Permanent | | Permanent |
| 0513-0005 | Records Retention File - Internal Request for Records | 1 yr after file is returned or disposed | | Destroy |
| 0514-0000 | Speeches (Excluding Executive Speeches - See Executive Administrative Subject File) | Periodic review | | Destroy |
| 0515-0000 | Visitor Sign-In Sheet | 3 yrs | | Destroy |
| 0516-0000 | Reference Material File | Periodic review | | Destroy |
| 0516-0001 | Reference Material | Periodic review | | Destroy |
| 0516-0002 | Reference Material Request | | | |
| 0517-0000 | Surplus Property/Goods File File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit. | | | |
| 0517-0001 | Surplus Property/Goods File - Surplus Inventory Listing | 3 yrs after update | | Destroy |
| 0517-0002 | Surplus Property/Goods File - Excess/Surplus Property Notice | 3 yrs and audit | | Destroy |

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|-------------------|--|--------------------|----------------|-------------|
| 0600-0000 | Agency-Related Policy, Legislation, and Operating Procedures | | | |
| 0600-0001 | Emergency Evacuation and Disaster Recovery Plans (Original) | 3 yrs after update | | Destroy |
| 0600-0002 | Emergency Evacuation and Disaster Recovery Plans (Copy) | As updated | | Destroy |
| 0601-0000 | Legal Notice | 3 yrs | | Destroy |
| 0602-0000 | Operating Procedures | 3 yrs | | Destroy |
| 0603-0000 | Ordinance File | Permanent | | Archives |
| 0603-0001 | Ordinance File - Ordinance Book (Original) | Periodic review | | Destroy |
| 0603-0002 | Ordinance File - Ordinance Book (Copy) | Periodic review | | Destroy |
| 0603-0003 | Ordinance File - Workpapers | Periodic review | | Destroy |
| 0604-0000 | Policy Statements | Permanent | | Archives |
| 0604-0001 | Policy Statements (Original) | Permanent | | Destroy |
| 0604-0002 | Policy Statements (Copy) | Periodic review | | Destroy |

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0605-0000

Public Employees Occupational Safety and Health Act (PEOSHA) File
Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with NJAC 12:110, Subchapter 5 and NJSA 34:6A-24-28 et seq..

0605-0001

Public Employees Occupational Safety and Health Act File (Original)

0605-0002

Public Employees Occupational Safety and Health Act File (Copy)

0606-0000

Resolutions

0606-0001

Resolutions (Original)

0606-0002

Resolutions (Copy)

0607-0000

Worker and Community Right to Know Act - Employer and County Lead Agency/Local Agency File (Copy)

File maintained in accordance with the Worker and Community Right to Know Act, L. 1983, C. 315, NJSA 34:5A-1 et seq.. Originals kept by the the State Departments of Health and Environmental Protection for 30 years. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.

0607-0001

Worker and Community Right to Know Act - Employer File (Copy)
File maintained by each employer in accordance with the Worker and Community Right to Know Act.

6 yrs

Destroy

Permanent

Archives

Periodic review

Destroy

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0607-0002

Worker and Community Right to Know Act -
County Lead Agency/Local Agency File (Copy)
Copies received from employers and kept by the
county clerk, health department, or designated
county lead agency and the local fire and police.

3 yrs

Destroy

0608-0000

Americans With Disabilities Act File
Contains: Transition and Self-Evaluation Plans

65 yrs

Destroy

0609-0000

Municipal Code Book
Codification of ordinances, also including rules,
regulations, and procedures for a local
governmental unit.

0609-0001

Municipal Code Book (Original)

Permanent

Archives

0609-0002

Municipal Code Book (Copy)

Periodic review

Destroy

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| | | AGENCY | RECORDS CENTER | |
| 0700-0000 | <u>Reports and Publications</u> Newsletters | Permanent | | Permanent |
| 0700-0001 | Newsletters (Master) | Periodic review | | Destroy |
| 0700-0002 | Newsletters (Copy) | | | |
| 0701-0000 | Publications | Permanent | | Permanent |
| 0701-0001 | Publications (Master) | Periodic review | | Destroy |
| 0701-0002 | Publications (Copy) | | | |
| 0702-0000 | Report File | Permanent | | Permanent |
| 0702-0001 | Report File - Annual Report (Agency of Origin) | Periodic review | | Destroy |
| 0702-0002 | Report File - Annual Report (Copy) | 3 yrs | | Destroy |
| 0702-0003 | Report File - Monthly Report | 3 yrs | | Destroy |
| 0702-0004 | Report File - Quarterly Report | 3 yrs | | Destroy |
| 0702-0005 | Report File - Statistical Report | 1 yr | | Destroy |
| 0702-0006 | Report File - Weekly Report | 1 month | | Destroy |
| 0702-0007 | Report File - Daily Report | | | |

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0703-0000

Agency Year Two Thousand (Y2K) Testing Plan
Includes documentation that may be used for:
monitoring testing procedures, remediation,
statutory and regulatory requirements, and
providing evidence in lawsuits. Contains but is
not limited to the following:

1. Analysis Documentation - records that show the
decisions that were made on what files,
applications and systems would be converted,
and which ones would not, surveys, and
contract review reports.

[0703-0001]

2. Testing Documentation - the documentation that
shows the final outcome of the conversion did
result in a Year 2000 compliant system.

3. Certification Documentation - written user
signoffs for converted systems.

4. Project Plans - listing of tasks completed,
persons accountable, and time frames for
completing the Year 2000 project.

5. Meeting minutes, memos, status reports,
letters, reports that include information on:
decisions made regarding Year 2000,
confirmation of policy and procedures,
identification of accountability of Year 2000
project task.

[0703-0002]

6. External - response letters from vendors,
responses to business partners, requests for
compliance statements from outside entities,
compliance statements, any other public
announcements regarding Year 2000.

7. Information posted on the Year 2000 website.

8. Copies of compliance letters mailed to
vendors.

9. E-mail pertaining to an agency's year 2000
project plan.

10. Results of PC Bios checking.

11. Any other supporting documentation for an
agency's year 2000 project plan.

[0703-0003]

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| 0703-0004 | Agency Year Two Thousand (Y2K) Testing Plan (Paper) | 7 yrs | Destroy |
| 0703-0005 | Agency Year Two Thousand (Y2K) Testing Plan (Microfilm) | 7 yrs | Destroy |
| 0703-0006 | Agency Year Two Thousand (Y2K) Testing Plan (Electronic) | 7 yrs | Erase |
| 0703-0007 | Agency Year Two Thousand (Y2K) Testing Plan (Copy) | Periodic review | Destroy |

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0704-0000

Image Processing System

0704-0001

Scanner Operator Log
Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.

3 yrs

Destroy

0704-0002

Audit Report
Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.

7 yrs

Destroy

0704-0003

Image Processing System Initial Certification
Agency Image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.

Permanent

Permanent

0704-0004

Image Processing System Annual Review
Agency Image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.

As updated

Destroy

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0705-0000

Agency Internet File

0705-0001

Web Usage Log
Log tracking agency and/or employee
Internet usage. Includes: history file
listing, cache, cookies, and supporting
documentation.

0705-0002

Transaction/Click Through Log
Log tracking the number of times an agency's
website is accessed from outside the agency.

0705-0003

Agency Website Creation and Update File
File pertaining to an agency's website
creation and upgrade(s). Contains:
research documents, source code,
input documents, testing reports,
screen copies, and supporting
documentation.

30 days

Destroy

30 days

Destroy

30 days after
website is
discontinued

Destroy